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Chief, Management Staff

14 January 1955

Chief, Records Management Division

Records Management Division Accomplishments During Calendar Year 1954

1. There is attached a statement showing the Records Management projects completed in 1954 with an indication of the net benefits.

2. The statement shows that there has been activity in all phases of the Forms, Reports, Correspondence, Systems, Disposition and Records Center programs. In addition to a total evaluated savings of $357,373, there are many benefits shown on which no monetary value was computed.

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Attachment

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